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*Report*  
*(weekly)*  
**FILED:  
RETURN TO**

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

12 August 1954

Chief, Records Management Division

Weekly Report - Week Ending 11 August 1954

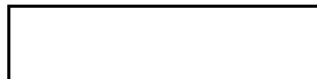
1. Recently the Security Office requested the Logistics Office to purchase 350 four drawer safe file cabinets. These cabinets were specially designed to meet new specifications in accordance with security requirements primarily. When the cabinets were received a number of complaints were registered by the operating offices to us and to Logistics because the inside dimensions of the file drawers were not sufficient to accommodate the guide cards or the pressboard folders with guide tabs attached. In addition the new cabinets did not have a guide rod for securing file guides.

We are now working with the Security Office, Logistics Office and the manufacturers representative to see if the deficiency in the cabinets can be remedied before additional ones are procured.

The deficiency in the cabinets received would have been avoided if the representative of this office had been invited to participate in the development of the specifications in accordance with prior arrangements made with the Security Office.

2. Construction on the new Records Center is progressing according to schedule. Another meeting was held during the week to develop plans for the transfer to the new location. This included housing and other requirements for the personnel who will be transferred.

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Report for Week Ending 11 August 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 94% complete.

Location of filing stations, installation of filing systems and the inventorying and preparation of the records schedule has been completed. A report of this phase of the survey is now being prepared pending the start of a forms survey.

Project 4-80 - Agency-wide Microphotography Survey

Project is continuing and is approximately 10% complete.

Questionnaires from three offices have been returned to date.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 86% complete.

The 50 pilot models have been delivered and will be distributed to the Area Records Officers for comments within the next few days.

Project 4-82 - Filing System - Handbook for the Subject  
Classification and Filing of Correspondence Records -

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No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

Project is continuing and is approximately 60% complete.

At the request of the Comptrollers Office the leave balance notices of Agency employees has been added to the partially established schedule of vital materials for this office. This record will be filmed periodically.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. Project is approximately 52% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

General Information

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Property transfer slips are now being processed for the microfilming

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Report for Week Ending 11 August 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report. Project approximately 46% complete.

Project 4-86 - Forms Index

No change from previous report. Project approximately 74% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project approximately 3% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by  
Forms Management Branch

No change from previous report. Project approximately 10% complete.

Clearance for Civilian Contractors

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Fire Emergency Plan

Drafting of new plan continues.

Forms Management Seminar

25X1 George Meloon, Deputy Assistant Director for Personnel authorized [redacted] of that office to speak on Personnel's Forms Management Program at the forthcoming seminar.

Individual and Group Information Report Evaluations

Final-type copy and photostats received and furnished [redacted]  
Meeting has been scheduled 11 August to discuss possible changes.

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Revision of Dispatch Form

25X1 Comments received from DD/P. Discussions will continue to be held with DD/P and Communications personnel to attempt to resolve differences. [redacted] is investigating letterex applications.

Hoover Commission's Task Force on Paper Work Management in the  
Executive Departments

The Task Force was organized 25 June 1954. A preliminary organizational-type meeting was held 27 July 1954. A subsequent meeting of initial formulation of basic plans was held 9 August 1954.

25X1 [ ] has been requested to act as a consultant to the Commission on the Forms Management phase. Preliminary plans call for a comprehensive study of the Forms Management problem in fourteen major government agencies; CIA will not be included in the study.

Summary of Individual Forms Activities

	<u>No. of Requisitions</u>	<u>Copies</u>
New	17	102600
Revisions	19	98500
Reprints	2	28000
	<u>38</u>	<u>229100</u>

Redesignated 18

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Report for Week Ending 11 August 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

- a. Reports Management - No change in program status. Project is 20% complete.
- b. Correspondence Management - Work on the Logistics Office correspondex of administrative correspondence is continuing. Suggested pattern memorandums were discussed with the Area Records Officer who contributed to their improvement. Sample memorandums of primary concern to the Security Office were furnished its Area Records Officer who will conduct a survey to determine their applicability and the possibility of including other pattern memorandums in the correspondex.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Final typed copy is still under review by the secretary to the DDCI. Secretaries to the Director and the three other Deputies have completed their review. Return of the draft is expected by the end of this week. Project is 90% complete.

General Information

- a. Printed copies of the pamphlet "An Introduction to Reports Management" were received. Copies are available to records analysts.
- b. Work is continuing on the pamphlet "An Introduction to Correspondence Management," ~~is continuing~~. Project is 70% complete.
- c. Discussion with a representative of McGregor-Werner disclosed that printed forms cannot be provided with Letterex one-time carbon paper. This precludes using Letterex exclusively in the preparation of dispatches. Further study will center around a basic dispatch set using Letterex for additional copies.

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Office, Reports & Correspondence  
Management Branch

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Report for Week Ending 11 August 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project 99% complete.

Project 4-78 - Office of the General Counsel

No change from previous report. Project 99% complete.

Project 4-79 - Foreign Broadcast Information Division

Disposal schedule has been appraised by National Archives and is being forwarded to Congress for approval. Project is 94% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project 25% complete.

Project 4-113 - Foreign Documents Division

No change from previous report. Project 99% complete.

Project 4-116 - Security Office

No change from previous report. Project 85% complete.

Project 4-122 - Office of Chief of Operations and Sovmat Staff

Disposal schedule for SOVMAT has been approved by National Archives and Congress and will be forwarded for application. Awaiting office approval of Records Control Schedule prepared for the Office of Chief of Operations. Project is 90% complete.

Project 5-2 - Records Management Survey - Office of National Estimates

Records Control Schedules are being types in final form. Schedules list 32 items covering 324 linear feet of records. Verbal concurrences were obtained from draft of schedules. Project is approximately 70% complete.

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Report for Week Ending 10 August 1954

from RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

O C D	39	cubic feet
Logistics	22	" "
O R R	5	" "
Comptroller	2	" "
Training	<u>1</u>	" "
Total	69	cubic feet

Total accessions to date - 232

General

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25X1 Met with  and discussed type of vehicle needed for the Center operation. He is going to prepare specifications for a one ton panel truck.

The requisition for steel shelving will be forwarded this coming week.

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